



INDIANA MICROGRAPHICS AND IMAGING SERVICES PRICE LIST

REV. 4-14

INDIANA COMMISSION ON PUBLIC RECORDS
MICROGRAPHICS AND IMAGING SERVICES
100 North Senate Avenue, Room N055
Indianapolis, IN 46204
Telephone: (317) 233-3746
E-mail: imaging@icpr.IN.gov

- All filming will meet 60 IAC 2 requirements.
- Storage of master film in the Commission on Public Records vault is provided at no additional cost.
- All filming will be completed at the Micrographics and Imaging Services lab in Indianapolis.

PRESERVATION MICROFILMING	PRICE
16mm Microfilming - (Business card up to legal size) (Price includes film, filming, processing, duplication, kraft box, acid-free box, and spool.)	.03 Per image (minimum 1250 images or \$37.50 per roll)
35mm Microfilming - (Newspapers, Books, and Large Blueprints) (Price includes film, filming, processing, duplication, kraft box, acid-free box, and spool.)	.205 Per image (minimum 250 images or \$51.25 per roll)
These prices do not include specialty items such as jacket, cartridges, or leaders. These prices do not include verification.	

FILM DUPLICATION	PRICE
16mm Film	
Process, 1 duplicate, spool, acid-free and kraft storage boxes.	\$8.47 + shipping
35mm Film	
Process, 1 duplicate, spool, acid-free and kraft storage boxes.	\$12.15 + shipping

SCANNING SERVICES	PRICE
Scan Non-Archival documents (per image)	\$.023
Convert Digital Files to film (limited to 16mm film)	\$ 29.36
Convert Microfilm to Digital / 16mm (per image)	\$.02
Convert Microfilm to Digital / 35mm - Bitonal (per image)	\$.03
Convert Microfilm to Digital / 35mm - Grayscale (per image)	\$.11
Indexing (per index created)	\$.10
CD, Jewel Case & Label	\$ 4.43

LARGE FORMAT SCANNING	PRICE
Large format documents scanned / B&W	\$.26
Large format documents scanned / Color	\$.52

OTHER SERVICES	PRICE
Prep work charge (per hour)	\$20.00
16mm Silver to Silver duplicate	\$25.00
35mm Silver to Silver duplicate	\$45.00

* For additional information, please contact Micrographics and Imaging Services at (317) 233-3746 or imaging@icpr.IN.gov.

PREPARATION PROCEDURES

Please review the preparation procedures listed below. This will ensure that documents provided to Micrographics & Imaging Services are processed and returned in a timely and efficient manner.

- 1) The documents in the box must be in the order in which they are to be filmed.
- 2) An index must be prepared and submitted with each box of records.
- 3) All staples, paper-clips and rubberbands must be removed.
- 4) All boxes must be labeled with State Form 25186. The label must be filled out with:
 - Agency name
 - Division name
 - Record series title
 - Record series number
 - Inclusive date - (From: _____ To: _____)
 - Arrangement of files - (e.g. Numerical, Alphabetical, Chronological)
 - Carton Number
 - Notes - (From – Through) i.e. 0001 – 2500

When delivering boxes to the Micrographics and Imaging Services lab, State Form 49433 (State Micrographics Record Transmittal and Receipt) must be completed and accompany the boxes to be processed. State Form 49433 is available online via <http://www.in.gov/icpr/2783.htm>. Information needed on the form includes:

In the “Authorization to Microfilm / Per Retention Schedule” box:

- Signature of records / information coordinator
- Date signed
- Telephone number
- Record series number
- Number of boxes

In the “From” box:

- Contact Person & Phone number / Complete name/division and address of origin
- Fund / Object / Center

Your cooperation will greatly improve the quality and turn around time of your documents.